

MANAGEMENT FEES & CHARGES

Tenant selection & inspections, preparation of residential tenancy agreement, lodgement of rental bond documentation and bond & condition report	2 weeks rental + GST
Re-leasing fee	\$100 + GST
Agent transfer	\$150 + GST
Rental collection and management	% of rental monies collected + GST
Statement fee & Postage	\$3.30 per mailed statement \$2.20 per emailed statement \$8.80 per postage cheque (REG post)
Advertising	\$168.00 + GST
Includes :	
• Rental list	
• For lease board	
• Open for inspections/private inspection	
• Mail out to our prospective tenant database	
• A3 window card	
• Internet	

Your property's description and photograph is immediately placed on our websites at

- www.hunterfrench.com.au,
- www.realestate.com.au
- www.domain.com.au
- www.rent.com.au
- www.homesales.com.au
- www.findmeahome.com.au
- www.property.com.au
- www.realestateview.com.au
- www.thehomepage.com.au

Registered mail	\$5.00 + GST
Application to VCAT	\$80.00 + GST
Attendance at Court	\$250.00 + GST
Application for warrant	\$160.00 + GST
Consumer affairs - abandonment of goods	\$55.00 + GST
Processing insurance claims	\$250.00 + GST

Routine inspections	FREE
Condition report/condition report colour photos	FREE
End of financial year statements	FREE
Payment of utilities on your behalf	FREE

Please Note: All published prices are subject to change without prior notice due to external and third party price increases.

Signed by the Vendor: _____ Date: ___/___/___

INSTRUCTIONS TO MANAGING AGENT

The following information is required to assist us in providing you with a management service that is tailored to your specific requirements.

Property Address: _____

Owners Name: _____

Address: _____

Mobile: _____ Home: _____

Work: _____ Email: _____

Alternative Contact

Name: _____ Relationship: _____

Mobile: _____ Home: _____

Work: _____ Email: _____

Note: A contact other than the owners of the rental property is advised as an alternative source of instruction in the event of an emergency

Please select a payment method

Cheque

Direct deposit

Account Details

Bank & Branch:

BSB/Account Number: _____ / _____

Account Name:

Please Select: End of month or Daily

Body Corporate

Company:

Contact Plan No:

Note: If the body corporate has amended the Standard Rules, a copy of those rules must be provided to the tenant in accordance with the provisions of the Subdivision Act

Insurance

Building Policy No:

Landlords Insurance No:

Public Liability Policy No:

Note: We strongly suggest that the rental property and its owner's potential liability are fully covered and that the level of cover is reviewed annually.

Arrange Gas Application Check: Please select Yes or No

Arrange Landlord insurance: Please select Yes or No

Arrange Smoke Alarms: Please select Yes or No

Please select statement method: Posted Emailed

I agree to indemnify you, as the managing agent for any claims made for unpaid repairs or maintenance accounts authorised in accordance with my instructions. I also agree to fully reimburse any advertising expenses incurred in accordance with my instructions in the re-letting of the property.

I understand and accept the terms and conditions. Signature Date

Signature Date

Signature Date